

**MINUTES OF THE BOARD OF EDUCATION**  
**April 12, 2016**

**Flag Salute** Mrs. Kitchmire called the meeting to order at 7:30 p.m. and started with a moment of silence. Mr. Adams led in the salute to the flag.

**Roll Call** Mrs. Alexander, Mrs. Gentile, Mrs. Long, Mrs. McCauley, Mr. Quinn, Mrs. Shields, Mrs. Shissler, Ms. Stuart, Ms. Venable, Mrs. Kitchmire; Superintendent, Michael Adams; and Business Administrator, Mark Stratton. Mr. Lucia was absent.

**Approve Minutes** Mrs. Long moved, seconded by Mrs. Shields, to approve the minutes of the regular session meeting of March 8, 2016.

Roll Call Vote:

**YESES:** Mrs. Alexander, Mrs. Gentile, Mrs. Long, Mrs. McCauley, Mr. Quinn, Mrs. Shields, Mrs. Shissler, Ms. Stuart, Ms. Venable, Mrs. Kitchmire

**NOES:** None.

**ABSTAINS:** None

**Information:**

**Fire drills** were held in all buildings according to statute:

Atlantic Avenue – 3/9

Glenview – 3/9

Seventh Avenue – 3/16

Jr./Sr. High School – 3/9

**A Lockdown Drill** was held in the following building according to statute:

Glenview – 3/23

**An Evacuation Drill** was held in the following building according to statute:

Seventh Avenue – 3/1

**A Shelter in Place Drill (with instruction)** was held in the following building according to statute:

Atlantic Avenue – 3/22

**Tested PA to Generator and PA** was then tested throughout the building:

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Jr./Sr. High School – 3/31

**Presentations:**

Update on District Goals; District Enrollment Update; Presentation on Activities going on in Haddon Heights, Barrington, Lawnside, Merchantville; Recognition of Atlantic Avenue School students.

**Committee Reports:**

Lawnside – Ms. Venable – Lawnside meets on Thursday; is starting negotiations.

Finance - Mrs. Long – Public hearing on budget is May 4<sup>th</sup> at 7:00pm.

Policy – Mrs. Shissler – Committee met last week and items discussed on agenda for approval tonight.

Personnel – Ms. Stuart – Met earlier tonight concerning transfer.

Negotiations – Mrs. Kitchmire – Met to discuss the Superintendent contract, BA contract and other non-bargaining unit contracts.

Mrs. Sheilds moved, seconded by Mrs. Shissler, to approve the following recommendations of the Superintendent.

**RECOMMENDATIONS OF THE SUPERINTENDENT:**

**Personnel:**

**Approve Revise  
Rutter**

Approve to revise the start date of maternity/family leave of absence for Maureen Rutter, part-time (.69) Special Education teacher at the Jr./Sr. High School, retroactive to March 22, 2016.

**Approve Revise  
Riley**

Approve to revise the start date for Marguerite Riley, part-time (.69) long-term substitute Special Education teacher at the Jr./Sr. High School, retroactive to April 4, 2016.

**Approve Summer  
Bridge Staff**

Approve the following employees for the Title I Summer Bridge Program (8<sup>th</sup> to 9<sup>th</sup> grade):

Name	Course	Title I	Contracted Rate	# of Hours
Diana Seifritz	English	\$770	\$35.00	Up to 22
Alison Myers	English	\$770	\$35.00	Up to 22
Michelle Carter	Math	\$770	\$35.00	Up to 22
Brian Simpson	Math	\$770	\$35.00	Up to 22

**Approve SAT**

Approve the following employees for the summer SAT prep

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**Staff** course:

Name	Total	Contracted Rate	# of Hours
Michelle Carter	\$840	\$35.00	24
Michelle Lubonski	\$840	\$35.00	24

**Approve Title II Staff** Approve the following employees for Academic Enhancement Leadership Team. Funds to be paid from FY16 Title II.

Name	Title II	Contracted Rate	# of Hours
Michelle Lubonski	\$272	\$34.00	Up to 8
Caroline Lunsford	\$272	\$34.00	Up to 8
Dannielle Marinella-McGill	\$272	\$34.00	Up to 8

**Approve Title II Staff** Approve the following employees for Academic Enhancement Committee. Funds to be paid from FY16 Title II.

Name	Title II	Contracted Rate	# of Hours
Jeff Bravo	\$136	\$34.00	Up to 4
Mary Browne	\$136	\$34.00	Up to 4
Callie Darroch	\$136	\$34.00	Up to 4
Dan Fraga	\$136	\$34.00	Up to 4
Janel Gehring	\$136	\$34.00	Up to 4
Janis Gershowitz	\$136	\$34.00	Up to 4
Kelly Hornbach	\$136	\$34.00	Up to 4
Beth Ann Lutz	\$136	\$34.00	Up to 4
Theresa Klawunn	\$136	\$34.00	Up to 4
Marisa Mastascusa	\$136	\$34.00	Up to 4
Jenn Michnowski	\$136	\$34.00	Up to 4
Kiely McAnulty	\$136	\$34.00	Up to 4
Neil Ortiz	\$136	\$34.00	Up to 4
Scott Ponzetti	\$136	\$34.00	Up to 4
Anna Sepanic	\$136	\$34.00	Up to 4
Brett Weber	\$136	\$34.00	Up to 4

**Approve Subs** Approve the following substitute personnel for the 2015-2016 Subs.

**Teachers**

Jane Conolly  
Stephanie Wood

**Finance:**

**Approve Bill List** Approve the bill list in the amount of \$669,956.78.

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Roll Call Vote:

YESES: Mrs. Alexander, Mrs. Gentile, Mrs. Long, Mrs. McCauley, Mr. Quinn, Mrs. Sheilds, Mrs. Shissler, Ms. Stuart, Ms. Venable, Mrs. Kitchmire

NOES: None.

ABSTAINS: None

Ms. Stuart moved, seconded by Mrs. Sheilds, to approve the following recommendations of the Superintendent.

**Personnel:**

**Approve Leave  
Dooley**

Approve maternity/family leave of absence for Christina Dooley, Science teacher at the Jr. High School, effective September 1, 2016, through June 30, 2017, returning to work for the 2017-2018 school year.

**Approve Hours  
Fox**

Approve to increase the hours for Erica Fox, elementary special education part-time instructional aide, from 3 to 4 daily retroactive to April 4, 2016 (paid by Mt. Ephraim).

**Approve  
Doto**

Approve Josephine Doto as a long-term substitute elementary special education part-time instructional aide, 5.75 hrs./day, with no medical benefits, at a rate of \$15.00/hour, effective April 18, 2016, through the last instructional aide day of June 2016.

**Approve  
Appointments**

Approve the following appointments for the 2016-2017 school year:

Samuel Sassano – Elementary Schools Affirmative Action Officer  
 Lisa Owen – Jr./Sr. High School Affirmative Action Officer

**Approve Summer  
Transition Staff**

Approve the following employees for the Title I Summer Transition Program (6<sup>th</sup> to 7<sup>th</sup> grade):

Name	Course	Title I	Contracted Rate	# of Hours
Janel Gehring	English	\$700	\$35.00	Up to 20
Dom Macaluso	Math	\$700	\$35.00	Up to 20

**Approve ESY  
Subs**

Approve the following substitute staff for the 2016 Extended School Year Program:

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Teacher	Hourly Rate	Up to # of Hours
Maureen Rutter	\$35	5.5
Brett Weber	\$35	5.5

**Approve Subs** Approve the following substitute personnel for the 2015-2016 school year:

<u>Teacher</u>	<u>Home Instruction</u>
Marla Fletcher	Shannon Gordon (retroactive to 4/4/16)

**Approve Custodians** Approve the following part-time night custodians at a rate of \$9.35 per hour, with no medical benefits, effective April 13, 2016, through June 30, 2016:

Richard Adamski  
Linda Lolli

**Approve Track Coaches** Approve Janel Gehring and Brian Roney as Jr. High Track coaches for the 2015-2016 school year. They will split the unused salary from freshman softball. Each will receive a stipend of \$2,027.50.

**Approve Byrd** Approve Cetshwayo Byrd as an assistant football coach for the remainder of the 2015-2016 school year on a voluntary basis and for the 2016-2017 school year at the stipend of \$4,940.00.

**Approve Weber** Approve Brett Weber, a student at Wilmington University, to complete his 300 hour internship in educational leadership with Eric Rosen, Assistant Principal at the Jr./Sr. High School, effective June 2016 through June 2017.

**Student:**  
**Approve Tuition Student** Approve a Special Education Elementary tuition student from Mt. Ephraim for the 2015-2016 school year at the tuition rate of \$9,994.86 plus related services as indicated in the IEP, prorated to the start date of April 4, 2016.

**Programs:**  
**Approve Prof. Development** Approve the following professional development requests as well as mileage reimbursement at the approved rate for the 2015-2016 school year:

Robert Lynch +Out of State	IgniteSTEM #Pending county Approve	4/21	N/C+#
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**Approve SAT Prep Course** Approve a summer SAT Prep Course in Mathematics and English. Students will pay \$100 for the course and up to \$25 for the book. A minimum of 10 students are needed to fund the course.

- a. Students will receive 18 total hours of instruction (9 in Math and 9 in English)
- b. Exact schedule to be determined by teachers
- c. Teachers will work up to 24 hours each (18 hours of instruction and 6 prep sessions). Dependent upon number of students enrolled in course

**Approve Equity Plan** Approve to authorize the submission of the 2016-2017 through 2018-2019 Comprehensive Equity Plan.

**Approve Musical Salaries** Approve the salaries for the staff of the 2016 musical to be paid after the production.

**Approve Summer Work Hours** Approve the 2016-2017 summer work hours which will begin on June 20, 2016, and end on August 26, 2016. Summer staff will work four days per week with offices officially closed on Fridays throughout the summer. All twelve-month employees will be working from 7:15 a.m. to 4:30 p.m., except for Custodians, Building and Grounds, and Skilled Maintenance employees who will work Monday-Friday from 7:00 a.m. to 3:00 p.m.

**Approve IEE Rates** Approve the following rates for Independent Educational Evaluations as per Policy 2468:

OT - \$300/\$400(with sensory)	Psychiatric - \$500
PT - \$300	Psychological - \$360
Speech - \$360	Educational - \$360
Social - \$360	Neurological - \$550
Psychoeducational - \$710	

**Approve Outreach Provider** Approve the following Consultation and Outreach Services provider for the 2015-16 school year: Pyramid Applied Spectrum Solutions

Pyramid Healthcare Inc.  
270 Lakemont Park Blvd.  
Altoona, PA., 16602

**Approve Bylaws Policies & Regs.** Approve the new and revisions to the following Bylaws, Policies, and Regulations:

(1<sup>st</sup> reading)  
P0167

Public Participation in Board Meetings

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P2422	Health and Physical Education
P2431	Athletic Competition
R2431.2	Medical Examination Prior to Participation on a School-Sponsored Interscholastic or Intramural Team or Squad
P&R 5111	Eligibility of Resident/Nonresident Students
P&R 5310	Health Services
P&R 5330.01	Administration of Medical Marijuana
P5460	High School Graduation
P&R 8462	Reporting Potentially Missing or Abused Children
P8550	Outstanding Food Service Charges

**Approve HIB Resolution**

Approve the following resolution:  
Be it resolved that the Board of Education has reviewed the HIB incident report from 2/10/16 through 3/8/16 as informed by the Superintendent. The Board hereby affirms the Superintendent's decision of these incidents.

**Facility Use:**

**Approve Facility Use**

Approve the following facility use request(s):

HHBL Wrestling to use the Senior High School Wrestling Room for their practices/clinic from 7-8:30 pm every Wednesday from April 13-June 15, 2016.

Haddon Heights Boys' Basketball Program to use the Haddon Heights High School and Atlantic Avenue School gyms for their summer basketball league from June 27, 2016, through August 4, 2016, from 3:30-10:00 p.m.

**Finance:**

**Approve Transfers**

Approve transfers.

11-190-100610-05-REG	11-000-261-420-05-REG	3,200.00
11-000-223-580-01-GUI	11-000-218-610-01-GUI	530.00
11-000-291-272-00-REG	11-000-230-331-00-REG	47,000.00
11-000-223-580-01-ART	11-190-100-610-01-ART	60.00
11-402-100-890-01-TRA	11-402-100-101-01-REG	6,000.00
11-000-100-565-00-REG	11-000-100-566-00-REG	3,000.00
11-000-262-610-00-REG	11-000-263-610-01-RFEG	4,000.00
11-212-100-610-06-EL	11-000-219-320-06-REG	2,000.00
11-000-219-610-06-REG	11-000-219-592-06-REG	300.00
11-212-100-106-00-JHS	11-213-100-106-00-HS	12,000.00
11-215-100-106-00-REG	11-000-266-110-00-REG	6,800.00

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**Approve Lease Purchase**                      Approve a lease purchase for computer equipment with American Capital.

**Approve Reports**                      Approve the Treasurer's and Secretary's Reports for the month of February, 2016. Reports are in agreement. In addition, pursuant to N.J.A.C. 6A:23A-16/10 (c) 4, the Haddon Heights Board of Education certifies that as of February 29, 2016, and after review of the Secretary's Monthly Financial Report and the Treasurer's Monthly Financial Report and upon consultation with the appropriate district officials, to the best of the Boards' knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10 (a) 1 and the sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

**Approve Resolution**                      Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, I certify that as of February 29, 2016, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Haddon Heights Board of Education pursuant to N.J.S.A. 18A:22-8.1 and N.J.S.A. 18A:22-8.2 and no budgetary line item account has been over-expended in violation of N.J.A.C. 6:23-2.12 (a) 1.

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Mark J. Stratton, Business Administrator/Board Secretary                      Date

Roll Call Vote:

YESES:                      Mrs. Alexander, Mrs. Gentile, Mrs. Long, Mr. Quinn, Mrs. Sheilds, Mrs. Shissler, Ms. Stuart, Mrs. Kitchmire

NOES:                      None.

ABSTAINS: None

**Board Member Comments:**

Mr. Quinn – Attended STEAM meeting for board members and gave update on the program. All elements need to be integrated together; Discussion about adding a full-time technology person. Ms. Stuart suggested starting a technology committee.

Ms. Stuart – Attended Philadelphia Soul game last night and wanted to commend Mr. Whitescarver.

Mrs. Gentile – Outside garden was completed at Glenview.

Mrs. Kitchmire – The musical was awesome.



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Mrs. McCauley moved, seconded by Ms. Venable, and approved by unanimous voice vote to adjourn to executive session at 8:25pm to discuss the submission of the contracts for Michael W. Adams, Superintendent, and Mark J. Stratton, Business Administrator, to the county office for review and Approve . Returned from executive session at 9:00pm.

Mr. Quinn moved, seconded by Ms. Stuart, to approve, by unanimous vote, the submission of the contract for Michael W. Adams, Superintendent, to the county office for review and Approve .

Roll Call Vote:

YESES: Mrs. Sheilds, Mrs. Kitchmire, Mrs. Shissler, Mr. Quinn,  
Mrs. Alexander, Mrs. Long, Ms. Stuart

NOES: None

ABSTAINS: Mrs. Gentile

Mr. Quinn moved, seconded by Ms. Stuart, to approve, by unanimous vote, the submission of the contract for Mark J. Stratton, Business Administrator, to the county office for review and Approve .

Roll Call Vote:

YESES: Mrs. Sheilds, Mrs. Kitchmire, Mrs. Shissler, Mr. Quinn,  
Mrs. Alexander, Mrs. Long, Ms. Stuart

NOES: None

ABSTAINS: Mrs. Gentile

On the motion of Mrs. Sheilds, seconded by Mrs. Long, the meeting was adjourned at 9:05.

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Mark J. Stratton  
Business Administrator/Board Secretary